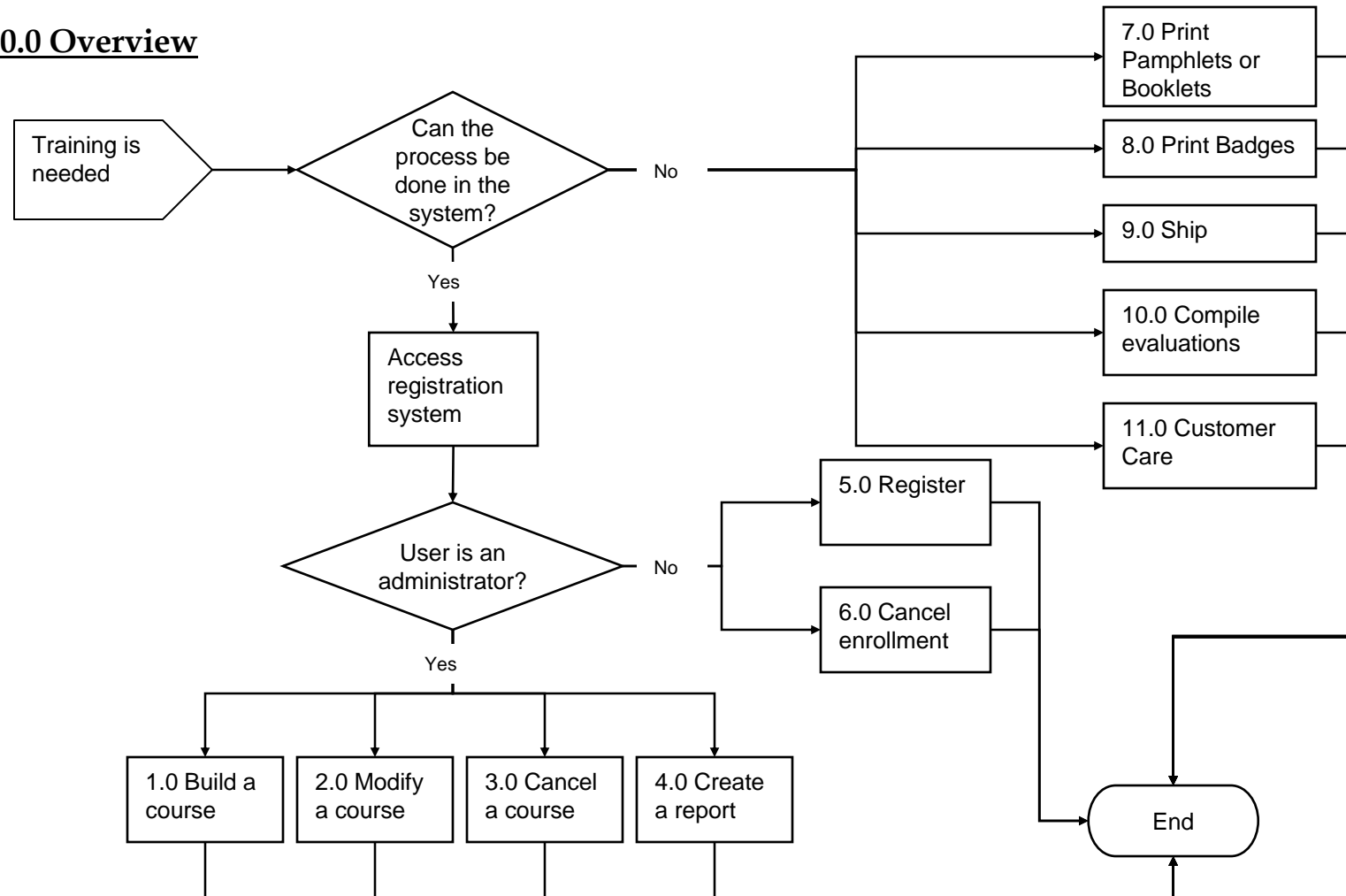


# As-Is Process Flow

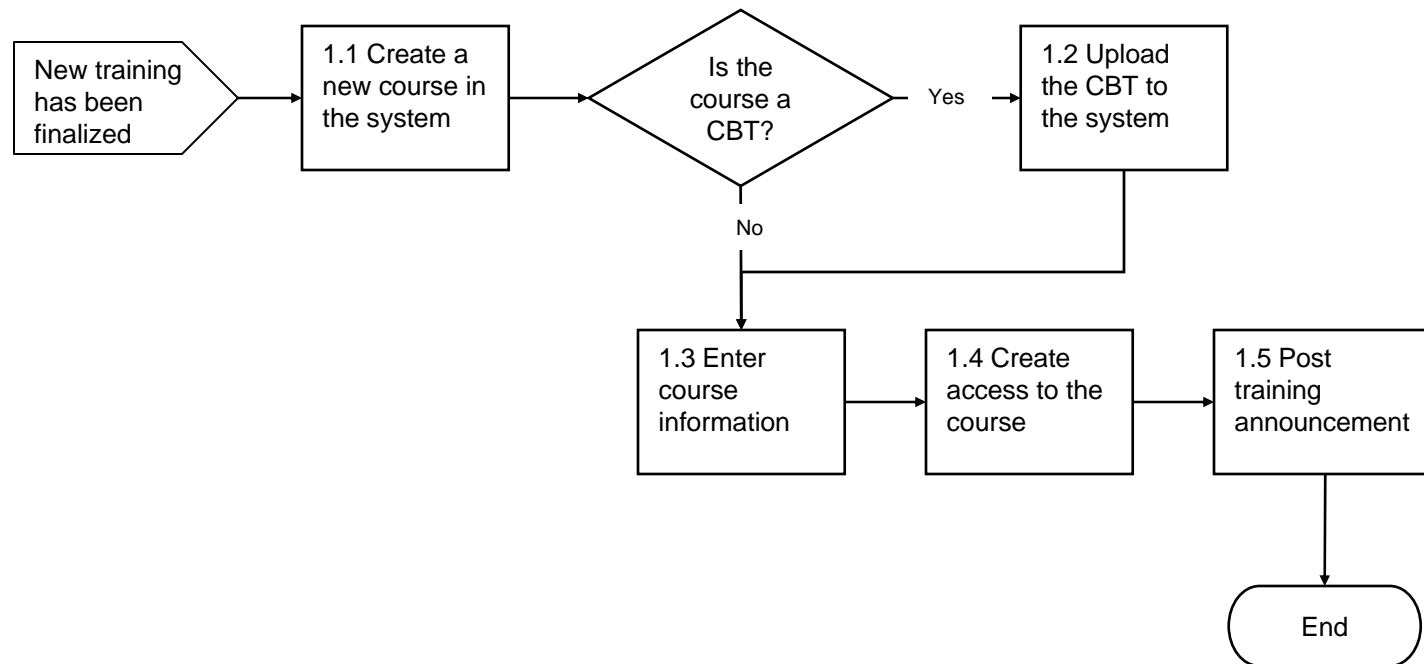
## 0.0 Overview



# As-Is Process Flow

## 1.0 Building a Course Process Flow

The following process flow has been designed to represent the process of creating a course in the course catalogue.



# As-Is Process Flow

## description

**.0 Create a Course Process Flow** - This process flow depicts the process of creating courses and conferences in the course catalogue.

## Functional Requirements:

The ability to enter a course in a registration catalogue and make it available to a group of potential end-users

## Modules:

Unknown

## Data Requirements:

All pertinent course data

## Pages:

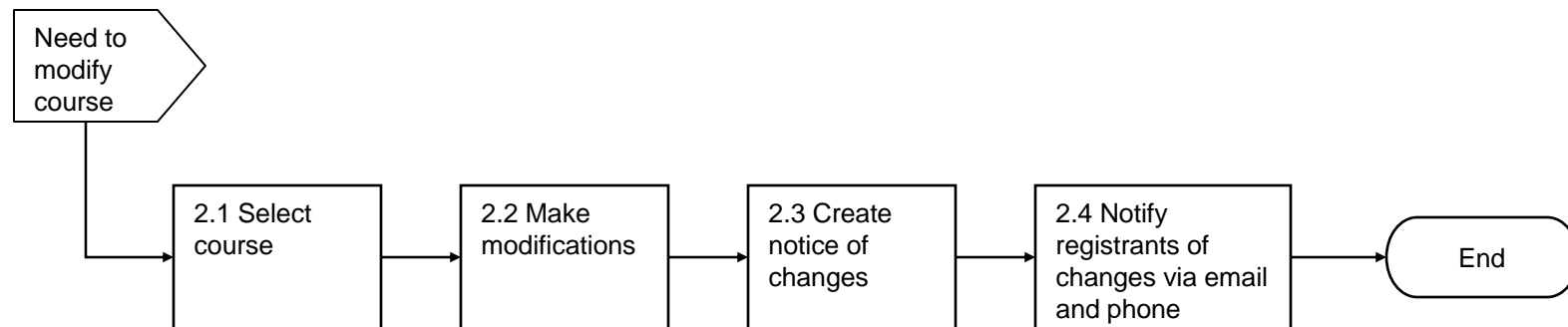
- 

one - currently completed in legacy system

# As-Is Process Flow

## 2.0 Modify Course Process Flow

The following process flow has been designed to represent the process of modifying course information.



# As-Is Process Flow

## Description

**3.0 Modify Course Process Flow** - This process flow depicts the process of modifying data pertaining to a course or conference in the course catalog.

## Functional Requirements:

The ability to modify data pertaining to a course and republish the course in the catalogue

## Modules:

Unknown

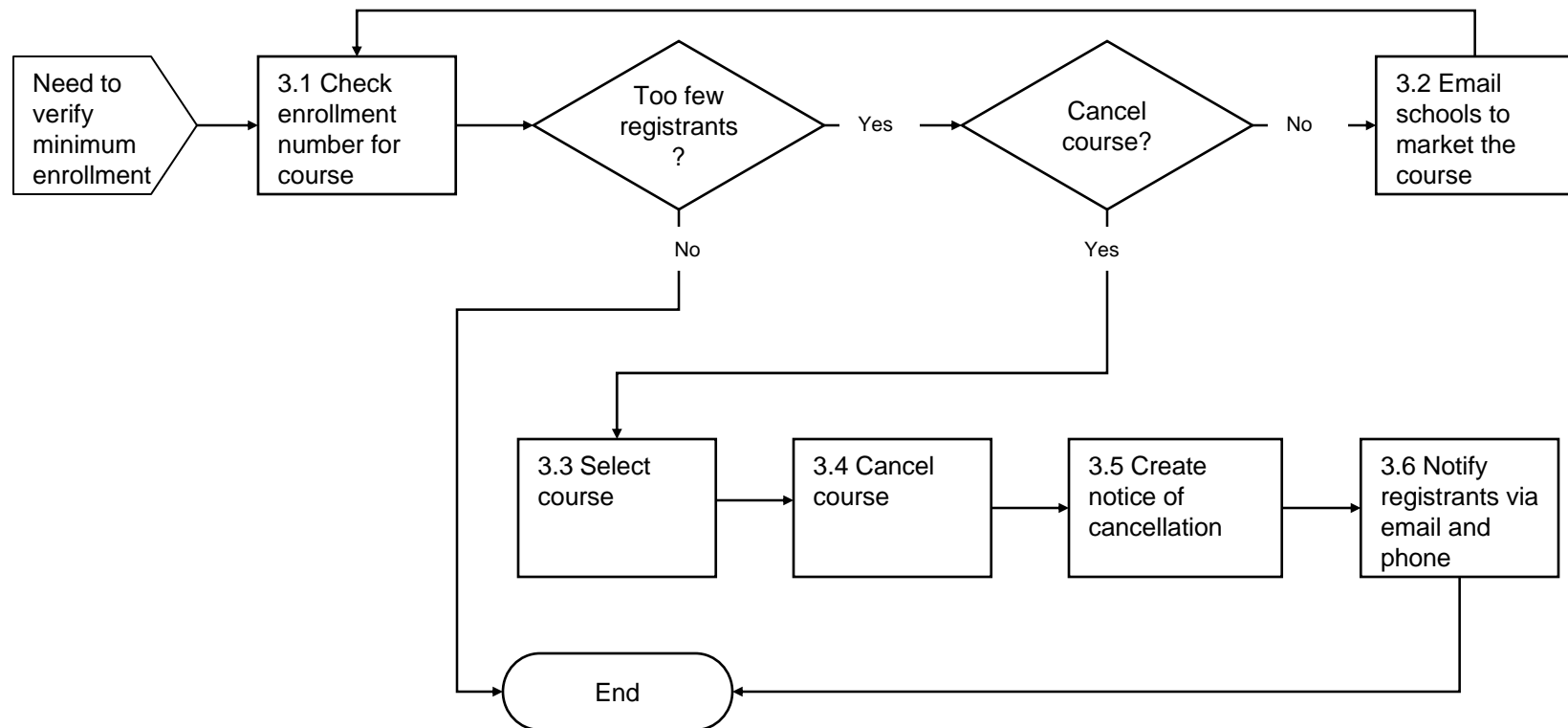
## Data Requirements:

- List of registrant names and email addresses
- List of attendee names and email addresses
- Training event

# As-Is Process Flow

## 3.0 Cancel a Course Process Flow

The following process flow has been designed to represent the process of canceling a course or conference in the current registration system.



# As-Is Process Flow

## description

**.0 Cancel a Course Process Flow** - This process flow depicts the process of canceling a course due to unmet minimum enrollment requirements. There may be other reasons for canceling a course, but too few enrollments is the most common reason.

## Functional Requirements:

The ability to cancel a course and remove its accessibility from the course catalogue

## Modules:

Unknown

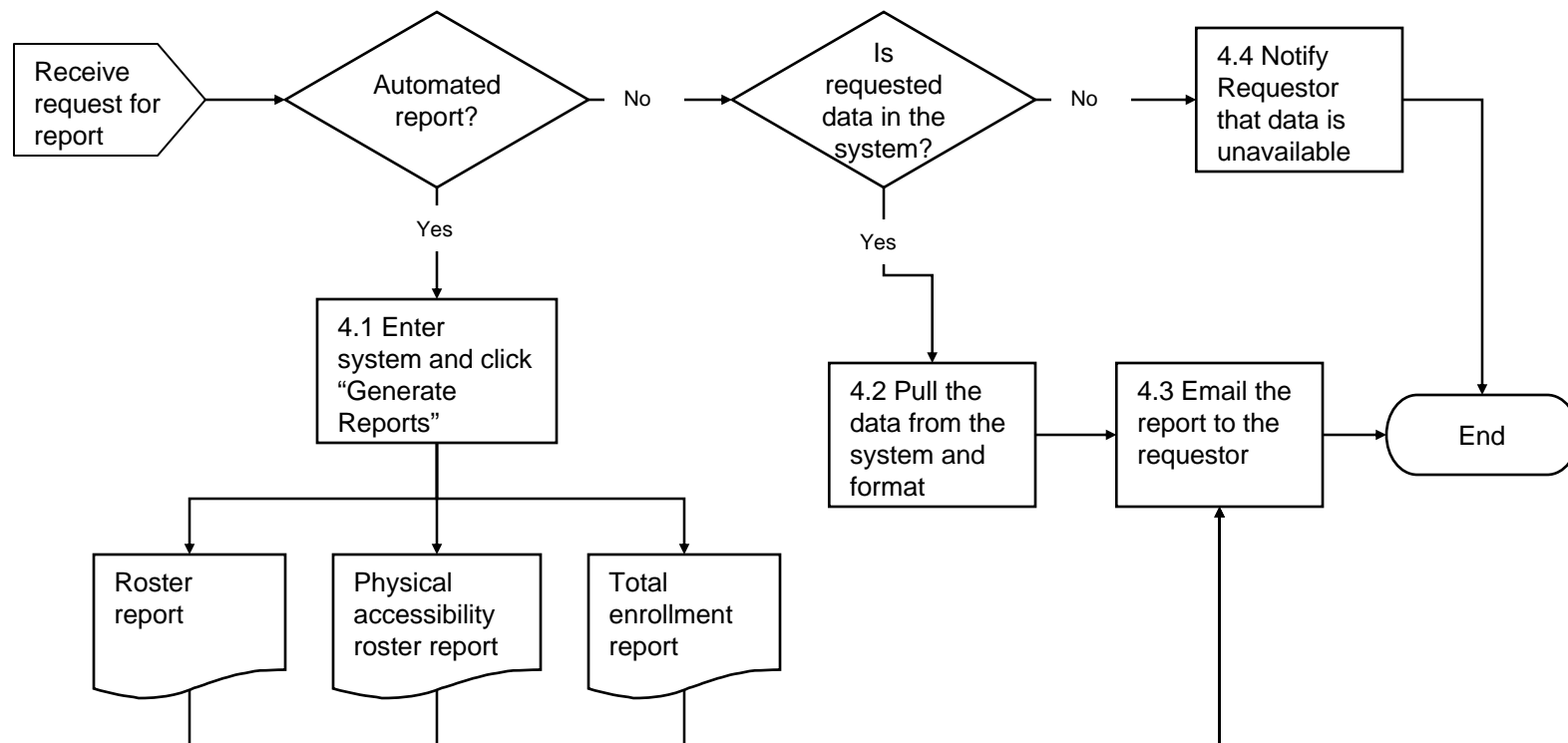
## Data Requirements:

- List of registrants
- List of training events
- Business rule stating the minimum required enrollment for a course or conference
- Training event attendee names and email addresses

# As-Is Process Flow

## 4.0 Reporting Process Flow

The following process flow has been designed to represent the process of creating a report.





# As-Is Process Flow

## description

**.0.Report Process Flow** - This process flow depicts the process of generating reports. The channel report, the percentage of the roster per channel, and the attendance report are examples of reports created from manually collated data.

Functional Requirements:

- The ability to create reports according to management needs

Modules:

Unknown

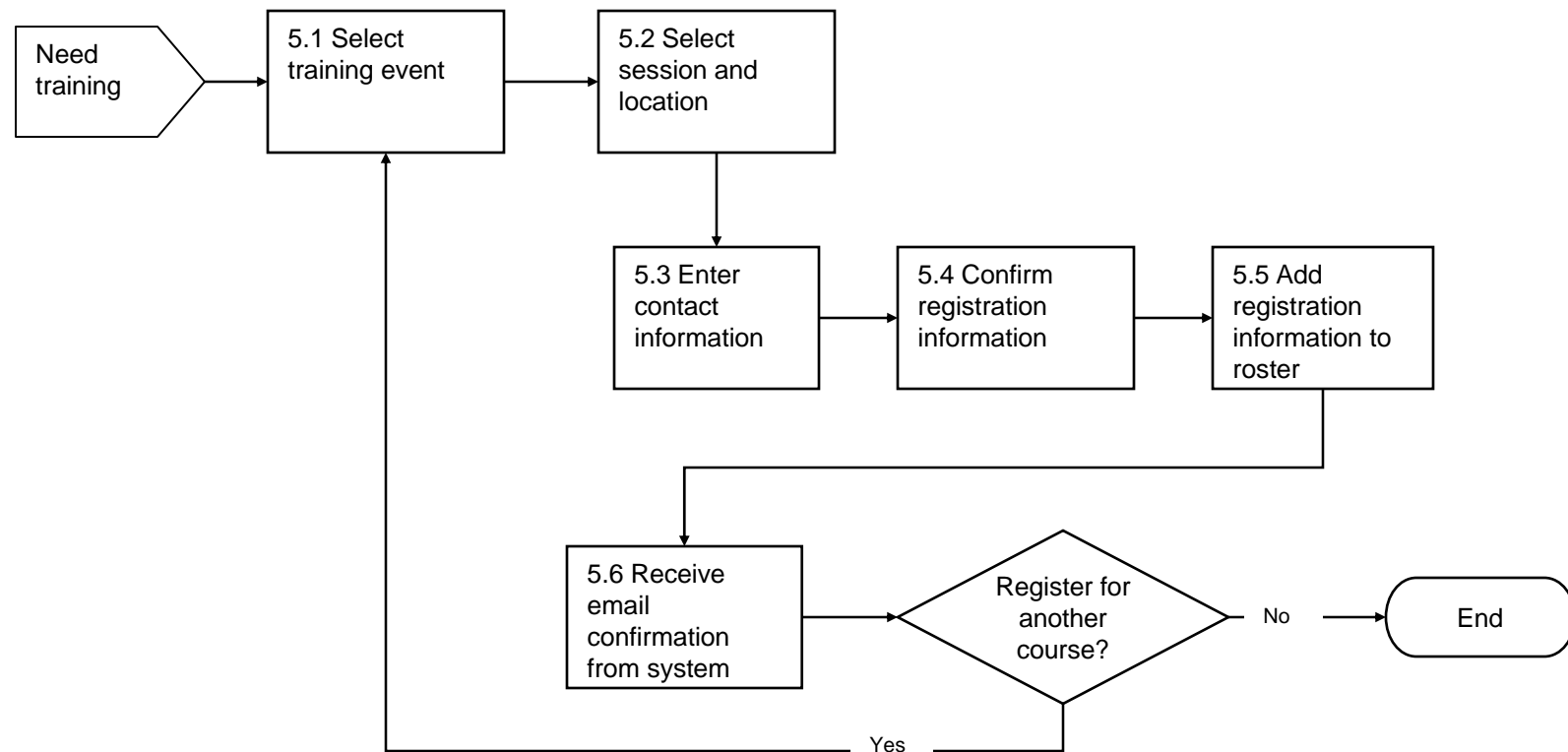
Data Requirements:

- List of registrants
- List of training events
- List of attendees of training events

# As-Is Process Flow

## 5.0 Registration Process Flow

The following process flow has been designed to represent the process of an external user registering for a training event.



# As-Is Process Flow

## Description

**3.0 Registration Process Flow** - This process flow depicts the process of registering for training. Training may be either a course, a workshop or a conference.

## Functional Requirements:

The ability to register or enroll in a training event in the course catalogue

## Modules:

Unknown

## Data Requirements:

- Training event data
- Populated course catalogue

## Pages:

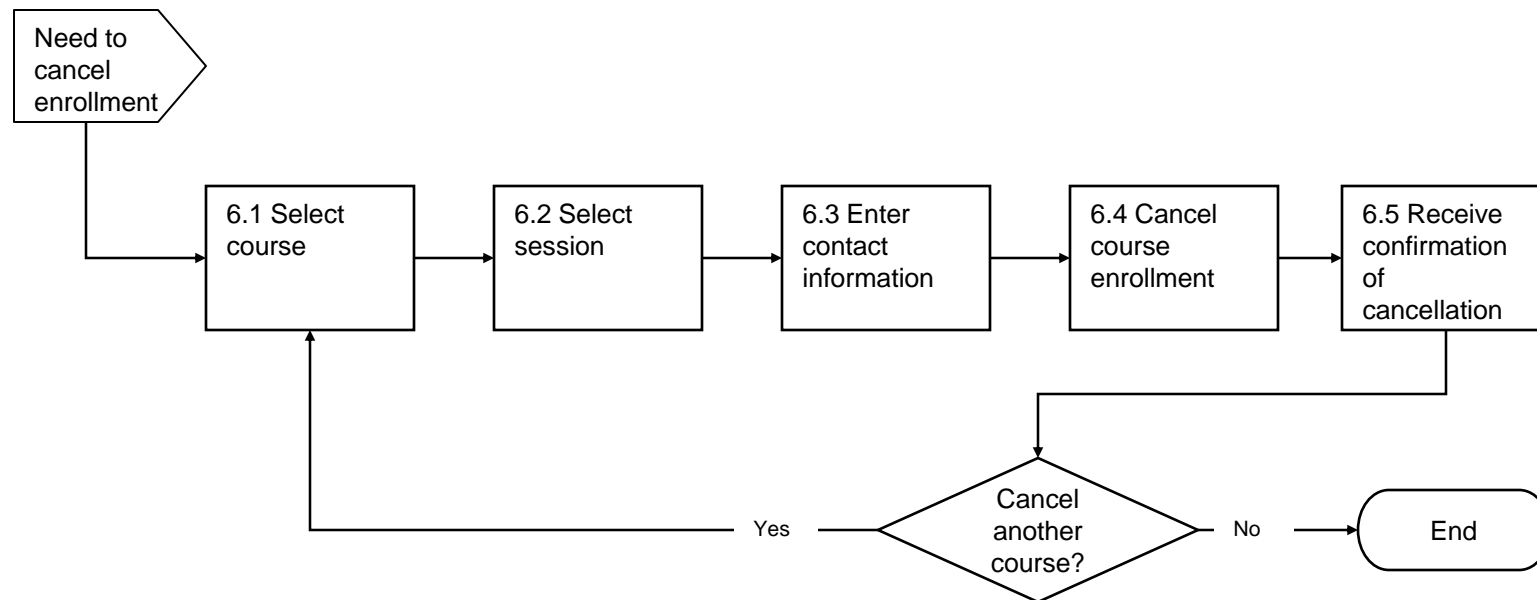
- 

one - currently completed in legacy system

# As-Is Process Flow

## 6.0 Cancel Enrollment Process Flow

The following process flow has been designed to represent the process of an external user canceling their enrollment.



# As-Is Process Flow

## description

**3.0 Cancel enrollment Process Flow** - This process flow depicts the process of canceling enrollment in a course, workshop or conference.

Functional Requirements:

The ability to cancel enrollment

Modules:

Unknown

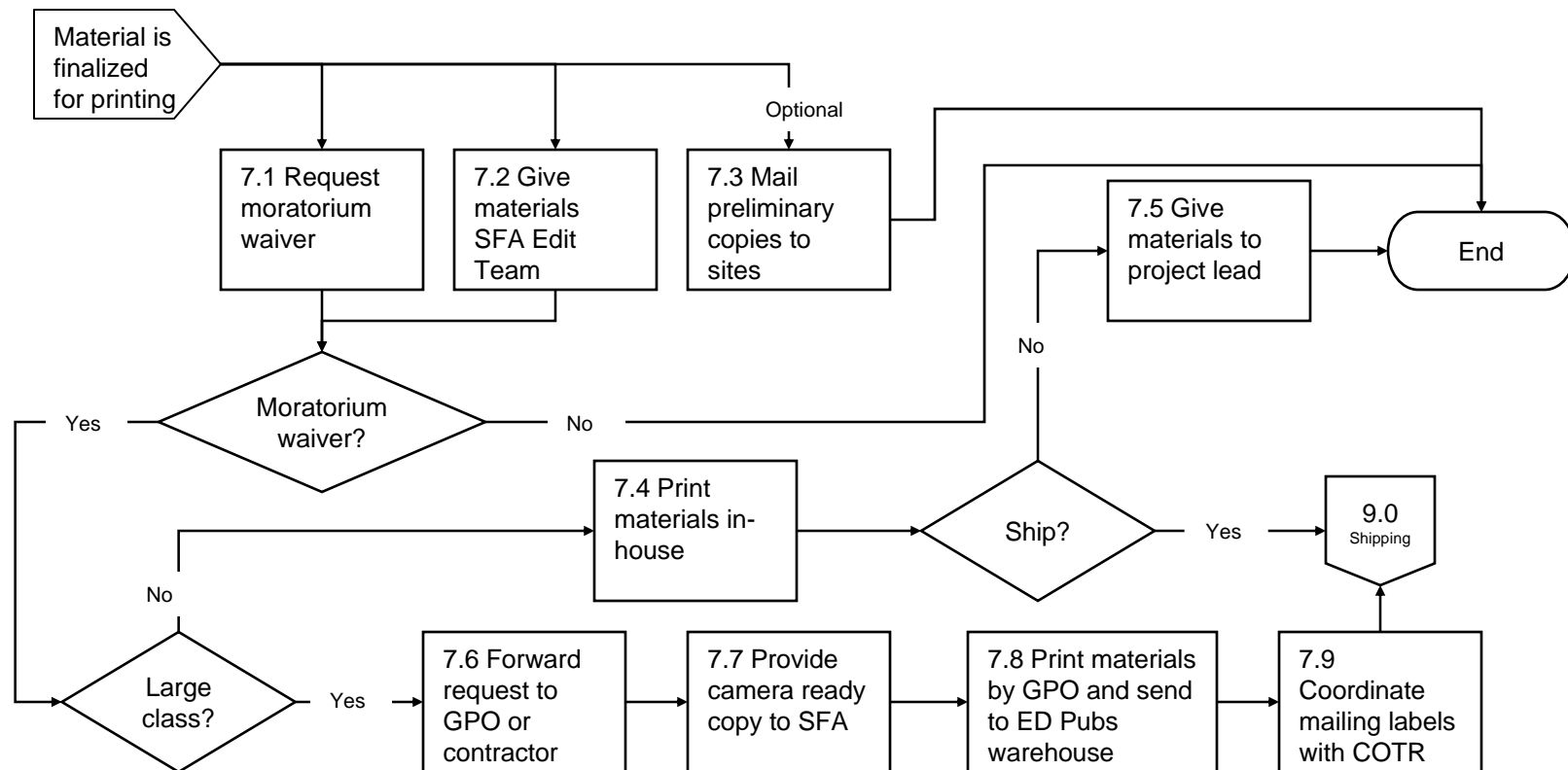
Data Requirements:

- registered user
- confirmed enrollment
- registrant's email address

# As-Is Process Flow

## 7.0 Printing Pamphlets and Booklets Process Flow

The following process flow has been designed to represent the manual process of printing materials for SFA-sponsored conferences.



# As-Is Process Flow

## Description

**8.0 Printing Process Flow** - This process flow depicts the process of printing training materials, such as pamphlets and booklets, that are needed to attend an SFA training events.

Additional printed materials, such as name badges and certificates are also needed for certain training events. For Pre-certification and New FAA courses rosters, certificates and name badges are printed. FMT events need printed name badges. The printing of badges and certificates is detailed in process flow 8.0.

Functional Requirements:

- 

The ability to print pamphlets and booklets for training events

Modules:

None

Data Requirements:

- 

Material to be printed must be in correct, finalized format

- 

The moratorium waiver must be granted

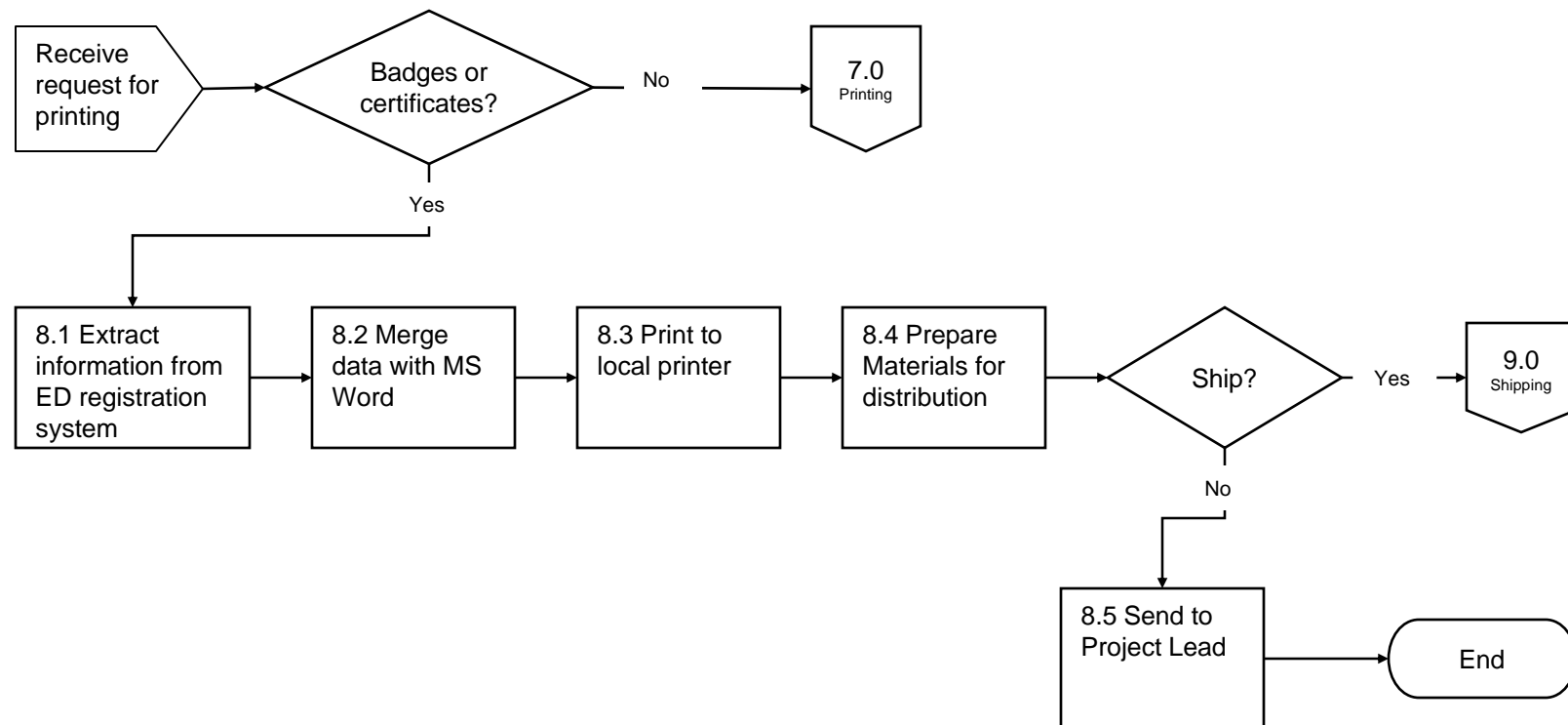
- 

Microsoft Office applications on desktop computers

# As-Is Process Flow

## 8.0 Printing Badges and Certificates Process Flow

The following process flow has been designed to represent the manual process of printing name badges and certificates for persons attending SFA-sponsored events.





# As-Is Process Flow

## description

**7.0 Printing Badges or Certificates Process Flow** - This process flow depicts the process of printing name badges and certificates for SFA training events. For Pre-certification and New FAA courses certificates and name badges are printed. FMT events need printed name badges. The printing of pamphlets and booklets is detailed in process flow 7.0.

Functional Requirements:

- Name tags (badges) printed for each course based on the course roster
- Printed certificates for completion of certification requirements

Modules:

None

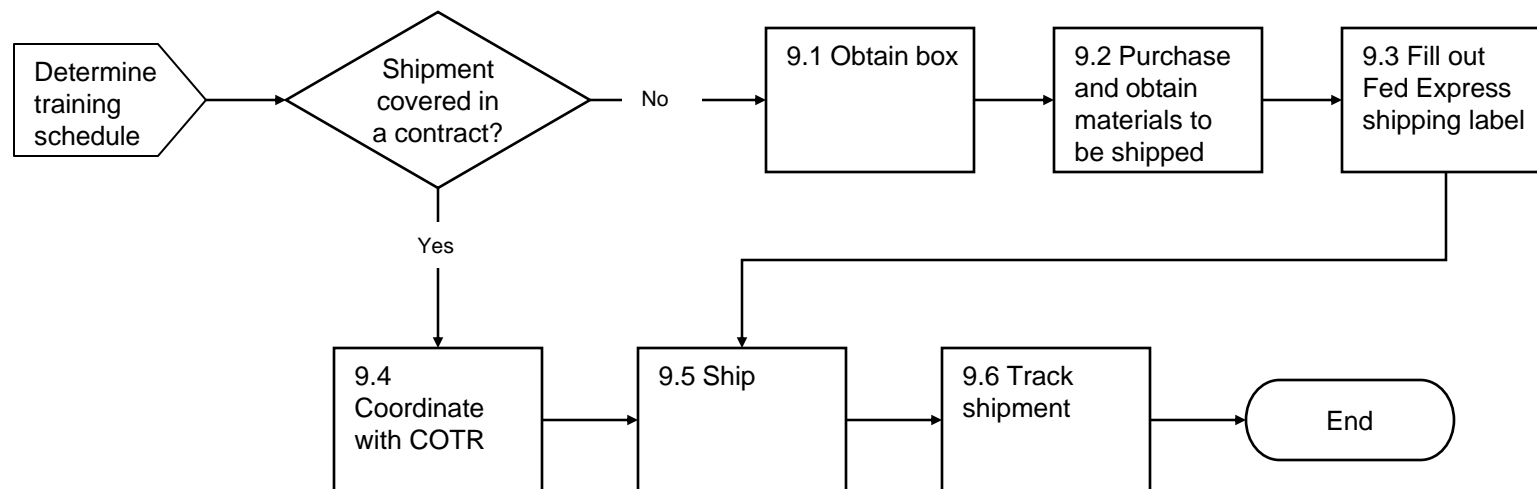
Data Requirements:

- Course Rosters
-

# As-Is Process Flow

## 9.0 Shipping Process Flow

The following process flow has been designed to represent the manual process of shipping training materials to persons attending SFA-sponsored conferences.



# As-Is Process Flow

## Description

**1.0 Shipping Process Flow** - This process flow depicts the process of shipping training materials that are needed to attend an SFA-sponsored training event, such as a conference.

## Functional Requirements:

- The ability to ship training materials
- Shipping boxes
- Shipping labels

## Modules:

None

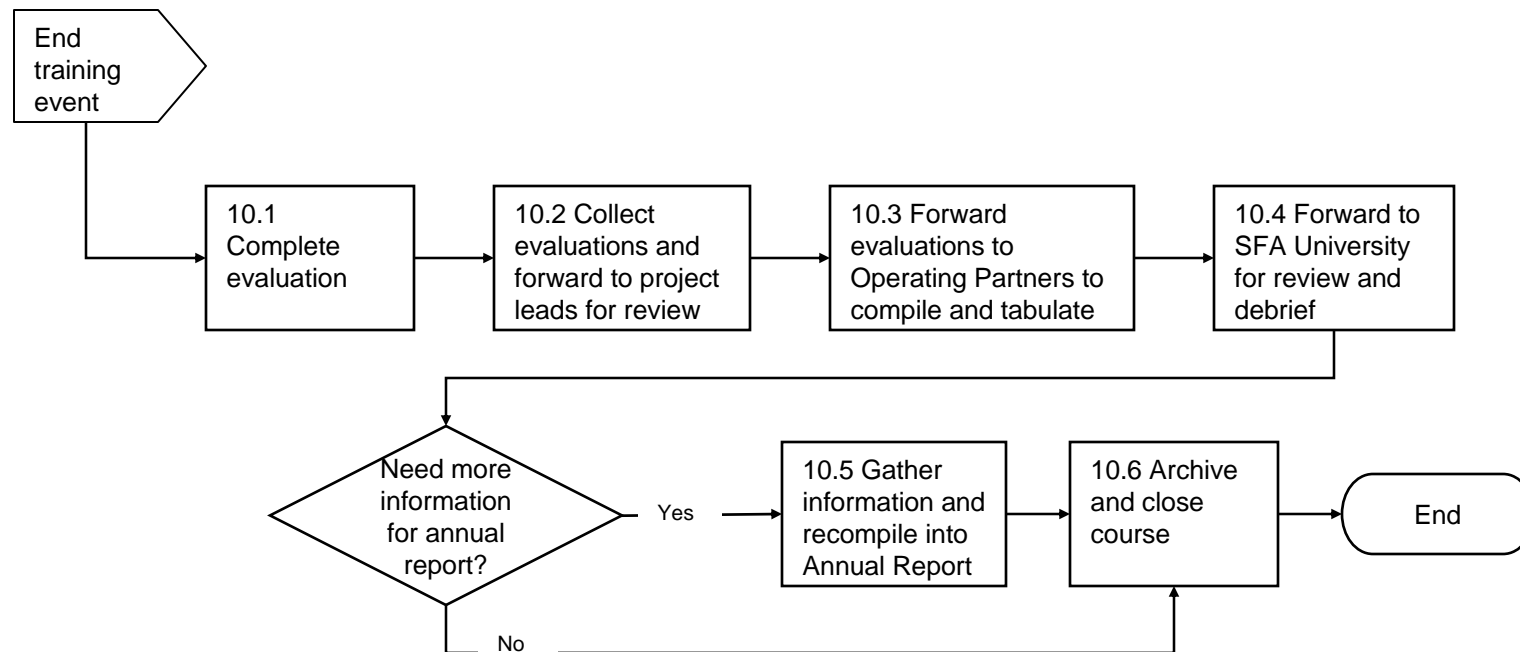
## Data Requirements:

None

# As-Is Process Flow

## 10.0 Evaluations Process Flow

The following process flow has been designed to represent the process of collecting and collating training event evaluation data.



# As-Is Process Flow

## description

**0.0 Evaluation Process Flow** - This process flow depicts the process of gathering, compiling, and reviewing evaluations that are completed by training event attendees. It is unknown, at this time, how information gathered from the evaluations are transferred into process improvement activities.

Functional Requirements:

- Prepared evaluations
- Microsoft Office applications for compiling and formatting data

Modules:

- One

Data Requirements:

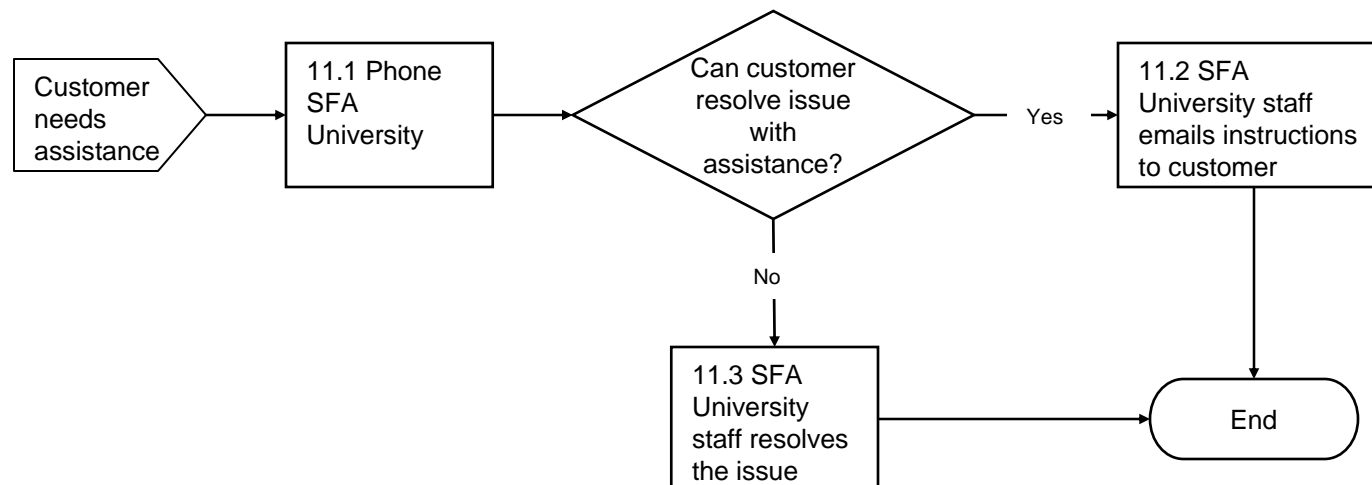
None

Pages:

# As-Is Process Flow

## 11.0 Customer Care Process Flow

The following process flow has been designed to represent the process of helping customers who require assistance with the current registration system.



# As-Is Process Flow

## Description

**1.0 Customer Care Process Flow** - This process flow depicts the process of helping customers who require assistance with the registration system.

Functional Requirements:

- The ability to assist customers in using the registration system
- Access to registration system
- Email capability

Modules:

Unknown

Data Requirements:

Training event attendee names and email addresses